



# LOS ANGELES COUNTY COMMISSION ON HIV

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*While not required of meeting participants, signing-in constitutes public notice of attendance. Presence at meetings is recorded solely based on sign-in sheets, and not signing-in constitutes absence for Commission members. Only members of the Commission on HIV are accorded voting privileges, thus Commissioners who have not signed in cannot vote. Sign-in sheets are available upon request.*



## OPERATIONS COMMITTEE MEETING MINUTES

August 19, 2010

MEMBERS PRESENT	MEMBERS ABSENT	PUBLIC	HIV EPI AND OAPP STAFF	COMM STAFF/CONSULTANTS
Nettie DeAugustine, <i>Co-Chair</i>	Michael Green	None	None	Jane Nachazel
Mike Johnson, <i>Co-Chair</i>				Craig Vincent-Jones
Sergio Aviña				Nicole Werner
Fredy Ceja				
Dean Page				
Karen Peterson				
Robert Sotomayor				

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- 3) **Table:** Los Angeles County Commission on HIV, Operations Committee, FY 2010 Work Plan, 8/19/2010
- 4) **Roster:** Los Angeles County Commission on HIV, Membership Roster, 7/26/2010
- 5) **Table:** Commission on HIV, Membership Attendance, January – March, 8/19/2010
- 6) **Table:** Commission on HIV, Membership Attendance, April – June, 8/19/2010
- 7) **Commissioner Renewal Application:** Al Ballesteros, 8/19/2010
- 8) **Form:** Renewal Commissioner Application Evaluation/Scoring Form (Draft), 7/22/2010
- 9) **Form:** New Commissioner Application Evaluation/Scoring Form (Draft), 7/15/2010
- 10) **Table:** Los Angeles County Commission on HIV, Policy and Procedure Manual, 8/19/2010
- 11) **Memorandum:** Comments on Draft Policy Commission Reps, 8/6/2010
- 12) **Policy/Procedure:** Commission Representation at Conferences Meetings and Other Sanctioned Events, 6/17/2010
- 13) **Table:** Los Angeles County Commission on HIV, Comprehensive Training Program, Curriculum Outline, 8/19/2010

1. **CALL TO ORDER:** Ms. DeAugustine called the meeting to order at 12:45 pm.
2. **APPROVAL OF AGENDA:**  
**MOTION #1:** Approve the Agenda Order with Items 8 and 11B moved up before Item 7 (**Passed by Consensus**).
3. **APPROVAL OF MEETING MINUTES:**  
**MOTION #2:** Approve 7/15/2010 Operations Committee Meeting minutes (**Passed by Consensus**).
4. **PUBLIC COMMENT, NON-AGENDIZED:** There were no comments.
5. **COMMISSION COMMENT, NON-AGENDIZED:** There were no comments.
6. **PUBLIC/COMMISSION COMMENT FOLLOW-UP:** There were no comments.

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### 7. CO-CHAIRS' REPORT:

#### A. Introduction of the FY 2010 Work Plan:

- Mr. Vincent-Jones reviewed the Work Plan. The table format includes columns for tasks/activities, due date(s), status, indicator measures and collected; and outcomes and population impact.
- He noted the Chief Executive Office (CEO) recently released a report on the County's commissions. The report noted a routine lack of accountability. The Work Plan will be used to support Ordinance review, due to begin in a few months.
- The first section pertains to day-to-day committee work such as meetings, the handbook and policies/procedures.
- The second section pertains to committee-specific work.

- A. Ordinance and By-laws: Proposed changes will be drafted by December 2010. If the process follows past Ordinance reviews, self-assessment of Commission performance will be due to the Audit Committee in April. The Audit Committee will review the Commission's materials in May for a June Board vote. By-laws are revised accordingly after that.
- B. Membership Management:
  1. Membership Information: membership policies/procedures; materials such as the roster; duty statements for full, alternate and committee seats; and website Commissioner profiles, including photos.
  2. Membership Recruitment: bi-annual review of strategies to fill vacant seats, routine recruitment work and development of a specific strategy for Latino membership development.
  3. Open Nominations Process: review application and evaluation materials, which are already being updated, as well as ensuring con-Commission committee members meet forwarding committees' criteria.
  4. Membership Evaluation/Assessment: addresses both aggregate and individual assessments. HRSA requires the Commission to be "representative" of 16 designated categories, and "reflective" which pertains to demographics. A Letter of Concurrence, in which planning council reflectiveness and representation must be assured, is due in September. Also addressed in the section are necessary Commission skills/expertise. Attendance will be reported monthly. Individual and cumulative renewal scores will be tracked continuously to identify areas needing enhanced training.
- C. Comprehensive Training Program (CTP):
  1. Curriculum Development: training needs assessment, resource inventory and conceptual planning, all of which have been begun. The Letter of Concurrence also addresses the planning council's CTP.
  2. Training and Curriculum Implementation: trainings for appointment eligibility; Commission- or County-required trainings; Commission Orientation that includes the Commission handbook, introduction for new members, committee orientations, and interactive orientations on Commission work processes; Leadership Growth and Development, including Commission, community, consumer leadership, and personal growth; and Continuing Education in functional knowledge and skills building.
  3. Evaluation/Assessment: develop and implement training module tools for evaluating/assessing CTP quality and effectiveness, as well as Continuous Quality Improvement (CQI) methods.
- D. Assessment of the Administrative Mechanism (AAM): conducting comprehensive and topic AAMs in alternate years. The current goal is to RFP for a contractor to perform the topic AAM this year, followed by a comprehensive AAM to begin in FY 2011. Recommendations are monitored for implementation.
- E. Parliamentary Services: oversight of parliamentarian services for meeting guidance/facilitation and parliamentary/meeting rules training.
- F. Policies and Procedures: policy/procedure development, manual development and dissemination.
- G. Public Awareness: HRSA defines the two responsibilities.
  1. Promoting Service Availability: focus on planning a public service campaign, as there are insufficient resources for implementation in FY 2010.
  2. Enhancing Commission Awareness and Involvement: meeting notices; website development; database development; community relations such as education, Policy and Program/Planning Briefs, mobilization and special events; and promotional materials, such as development of the Commission brochure.
- H. Alternate Operational Resources: identify whether a trust or non-profit support organization is best to facilitate acceptance of other funding from foundations or other private sources, as well as the development of a matrix of projects that might be funded from such outside sources, e.g., grants such as the RWJF proposal on community planning effectiveness.

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I. Commission Initiatives: address Unmet Need by identifying alternative funding and targeting populations in public awareness activities; along with Operations Committee responsibilities for Testing Linkage into Care (TLC) and preparations Health Care Reform implementation.

- ➡ Determine if non-Commission Committee members are eligible to sit on the Operations Committee due to the internal nature of its work. If so, identify criteria for such members by September 2010.
- ➡ Include duty statements with membership applications once all have been updated.
- ➡ Commissioner pictures for the website will be taken at the Annual Meeting.
- ➡ Mr. Aviña, Al Ballesteros and Mr. Johnson were charged by the Executive Committee with developing an outline for a Latino recruitment strategy by December 2010.
- ➡ Add renewal application language to clarify whether or not Operations or an applicant may request an interview.
- ➡ Develop useful Commission skills/expertise list, e.g., procurement, identifying and correcting gaps, etc.
- ➡ Develop a member performance assessment. Provide Commission training in subject areas where 25% of Commissioners score less than 60% on the assessment, and provide individual assistance when scores warrant it.
- ➡ Reconvene the Training Subcommittee to develop pre- and post-test training quality and effectiveness tools for each module and to define the Continuous Quality Improvement (CQI) process.
- ➡ Add HIPAA "high-tech" training to required trainings.
- ➡ Mr. Johnson will email Mr. Vincent-Jones information on the new countywide CEO Master Service Agreement for Quality Improvement and Effectiveness, which might be used for the AAM.

### 8. MEMBERSHIP APPLICATIONS:

A. Candidate Nominations:

**MOTION #3 (Page/Ceja):** Nominate Al Ballesteros to the District 1 Board Office representative seat and forward to the Commission for approval and submission to the Board of Supervisors for appointment (**Passed by Consensus**).

B. **Scoring Sheet Review:** This item was postponed.

9. **MEMBERSHIP EVALUATION/ASSESSMENT:** This item was postponed.

### 10. OPEN NOMINATIONS PROCESS:

➡ Address subject at 9/16/2010 meeting.

### 11. POLICIES AND PROCEDURES:

A. **Policy and Procedure Manual:**

- The manual divides policies/procedures into the following subject areas:
  - ➡ Federal Legislation and Guidance, such as Ryan White legislation;
  - ➡ Relevant California Legislation and Guidance, such as the Brown Act and HIV-related Health/Safety Codes;
  - ➡ Relevant Los Angeles County Ordinance and Policy, such as Board or CEO ordinances and policies;
  - ➡ Relevant policies involving the Department of Public Health (DPH), such as the Memorandum of Understanding with Office of AIDS Programs and Policy (OAPP), and policies involving the HIV Epidemiology Program and Prevention Planning Committee (PPC);
  - ➡ the Los Angeles County HIV/AIDS Service Delivery System such as the Continuum of Care, Comprehensive Care Plan and Standards of Care;
  - ➡ Commission Governance, such as the By-laws and Robert's Rules of Order;
  - ➡ Duty Statements for Commissioners and staff; Commission on HIV policies and procedures, such as general practices on meetings and membership;
  - ➡ Committee policies and procedures;
  - ➡ Commission office and staffing policies; and,
  - ➡ Affiliated Support Structure policies, should such structures need to be developed.
- Pertinent adopted policies and other approved documents will be posted on the website.
- ➡ Forward the Policy and Procedure Manual table of contents for presentation at the September Commission meeting.

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### B. 08.1301: Commission Representation at Conferences:

- The Committee reviewed Jeffrey Goodman's comments on the draft policy. Mr. Vincent-Jones noted the policy discusses sanctioned events and possible funding. HRSA determines whether Ryan White funds may be used for participation in a conference or meeting.
- He noted the policy identifies two classes of potential sponsorship: Commissioners who need to attend, e.g., to give a presentation, and others attending for educational development. According to the draft policy, the Commission will only support unaffiliated consumers' for the latter purpose.
- Mr. Johnson noted unaffiliated consumers are consumers who are not employees or consultants or on the Boards of Part A-funded agencies. Mr. Vincent-Jones added the Commission has defined "consumer" as anyone who has accessed any Ryan White services. "Unaffiliated consumer" was established and defined in the 2006 reauthorization.
- Mr. Goodman argued that small agencies are less likely to be able to fund travel and conference/meeting participation, so participation in conferences/meetings for educational development purposes should not be restricted to only unaffiliated consumers based on the assumption that other Commission members have access to other resources.
- There was consensus that the limited available funds for educational development should remain focused on unaffiliated consumers both to enhance consumer involvement and representation, and to avert establishing financial eligibility rules for conference/meeting participation—which could become over-burdensome.

➡ Present response to Mr. Goodman's public comment at the September Commission meeting.

**MOTION #4 (Page/Ceja):** Retain current draft of Commission Representation at Conferences Meetings and Other Sanctioned Events Policy/Procedure as written and move to the Commission for approval (**Passed: Ayes**, Aviña, Ceja, DeAugustine, Johnson, Page, Peterson; **Opposed**, None; **Abstention**, None).

### C. 09.4207: Policy and Procedure Development: This item was postponed.

### 12. COMPREHENSIVE TRAINING:

➡ Address subject at 9/16/2010 Operations Committee meeting.

### 13. COMMITTEE HANDBOOKS:

A. **Annual Meeting: October 14, 2010:** Handbooks must be prepared for presentation at the Annual Meeting.

### 14. ELIGIBILITY TRAININGS:

➡ Address subject at 9/16/2010 Operations Committee meeting.

### 15. COMMISSION ORIENTATION:

➡ Address subject at 9/16/2010 Operations Committee meeting.

16. **CONSUMER CAUCUS:** This item was postponed.

17. **ASSESSMENT OF THE ADMINISTRATIVE MECHANISM (AAMs):** This item was postponed.

18. **COMMISSION OPERATIONS:** This item was postponed.

19. **TASK FORCES:** This item was postponed.

20. **WORK PLAN REVIEW:** This item was postponed.

21. **ANNOUNCEMENTS:** There were no announcements.

22. **ADJOURNMENT:** The meeting was adjourned at 2:35 pm.

➡ The next meeting will be 9/16/2010, **9:30 am to 4:00 pm**, in order to address the significant amount of outstanding work with particular emphasis on the CTP, membership management activities and policies/procedures.